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MARINE CORPS ORDER 1001.45G

From: Commandant of the Marine Corps
To: Distribution List

Subj: AUGMENTATION, RETENTION, AND RETURN TO ACTIVE DUTY OF
RESERVE OFFICERS AND THE REDESIGNATION OF RESTRICTED
OFFICERS TO UNRESTRICTED STATUS

Ref: (a) SECNAVINST 1210.6A
(b) 10 U.S.C. (NOTAL)
(c) MCO 1001.52G
(d) MCO 1001.55A
(e) MCO 1610.13A
(f) SECNAVINST 1900.7G
(g) MCO 1900.1J
(h) MCO P1080.40

Encl: (1) Eligibility Criteria and Administrative Instructions
for Nominations for The Basic School Augmentation
Program
(2) Eligibility Criteria and Administrative Instructions
for the General and Meritorious Augmentation Programs,
Extended Active Duty (EAD), Standard Written Agreement
(SWAG), and the Active Reserve Program
(3) Sample Application for Retention
(4) Eligibility Criteria and Application Instructions for
Redesignation

1. Purpose. To establish policies governing: (1) the transfer
of Reserve officers into the Regular Marine Corps; (2) the
assignment to, and retention of Reserve officers on the
active-duty list per references (a) and (b); (3) the selection
and assignment of Reserve officers on the active-duty list to the
Active Reserve (AR) Program per reference (c); and (4) the
redesignation of limited duty officers to unrestricted status.

2. Cancellation. MCO 1001.45F.

3. Definitions

a. Active Commissioned Service. Service on active duty as a
commissioned officer or commissioned warrant officer.

b. Active Duty. Full-time duty in the active military
service of the United States. It includes full-time training

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duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or the Secretary of the Navy.

c. Active-Duty List. A single list of all officers on active duty in the Marine Corps, except those officers described in section 641 of reference (b) (e.g., Reserve officers on active duty for training, on active duty to pursue special work, or the Active Reserve Program).

d. Active Duty to Pursue Special Work. The restricted assignment of a Reserve officer to active duty for a limited period of time. Such assignments are made per reference (d).

e. Active Duty for Training. A specified time period when reservists are ordered to active duty for training purposes. Upon completion of the training period, reservists automatically revert to non-active status. It includes annual training duty, special tours of active duty for training, and school tours.

f. Active Reserve (AR) Program. A program whereby Reserve officers in the Selected Marine Corps Reserve are ordered to full-time active duty under the provisions of section 12310 of reference (b), to assist either in preparing and administering policies and regulations affecting the Reserve component or in connection with organizing, administering, recruiting, instructing, or training the Reserve component. Reserve officers on active duty under this program are not on the active-duty list.

g. Active Status. A Reserve commissioned officer or Reserve warrant officer who is on active duty, a member of the Ready Reserve, or on the active status list of the Standby Reserve.

h. Alternate. A Reserve officer who is not a primary selectee for augmentation or the Active Reserve Program, but is identified to replace a primary selectee who either declines selection or who is removed from the selection list.

i. Applicant. An officer who applies to the Officer Retention Board (ORB) for augmentation, retention on active duty, return to active duty, the AR program, or redesignation under the provisions of this Order.

j. Augmentation. See "Transfer."

k. Career transition. The selection of unrestricted officers for both augmentation and assignment to a new primary occupational specialty.

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l. Distinguished Basic School Graduates. Officers who graduate in the top 5 percent of their Basic School class.

m. Extended Active Duty (EAD). Active duty which is performed by a Reserve officer on the active-duty list for a specified period beyond the officer's initial active duty obligation or obligated service.

n. Officer Retention Board (ORB). A board of commissioned officers appointed by the Secretary of the Navy for the purpose of recommending Reserve officers and Reserve warrant officers for transfer to the Regular Marine Corps, retention on active duty, return to active duty, or the AR Program, and recommending limited duty officers for redesignation to unrestricted status.

o. Occupational Categories. The five occupational field categories from which unrestricted officers are selected for transfer to the Regular component include: ground (GND), fixed wing pilot (FW), helicopter pilot (HELO), naval flight officer (NFO), and judge advocate (JA).

p. Ready Reserve. The Selected Marine Corps Reserve (SMCR) and Individual Ready Reserve (IRR) constitute the Ready Reserve.

q. Regular Officer. An officer of the Regular Marine Corps on the active-duty list serving under a permanent appointment in a grade above chief warrant officer, W-5 (CWO-5).

r. Reserve Active Status List. A single list containing the names of all officers of the Marine Corps in a grade above CWO-5 who are in an active status in the Marine Corps Reserve and are not on the active duty list.

s. Reserve Officer. An officer of the Marine Corps Reserve on the Reserve Active Status List who holds a permanent appointment in a grade above CWO-5.

t. Standard Written Agreement (SWAG). A contract executed under section 12311 of reference (b) between a Reserve officer or a Reserve warrant officer, not on the active-duty list, and the Secretary of the Navy or his representative for that officer to serve an additional period of active duty of 1 to 5 years.

u. Transfer. The appointment of a Reserve officer to the Regular Marine Corps under sections 531-533 of reference (b) or the appointment of a Reserve warrant officer to the Regular Marine Corps under section 5589 of reference (b). Also referred to as augmentation.

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v. Unrestricted Officer. An officer in the grade of second lieutenant or above not designated for limited duty.

w. Years of Commissioned Service (YCS). The number of whole years from the date commissioned a second lieutenant until the first day of the month when the ORB convenes, plus one. For example, an officer commissioned on 1 October 92 would be in YCS 6 for an ORB convening on 15 November 97; an officer commissioned on 1 December 92 would be in YCS 5. Officers in the judge advocate category, who entered active duty in MOS 4401, will calculate their YCS by adding the number of whole years of unobserved time before starting The Basic School (TBS) to their date of commission. For example, a judge advocate with a commissioning date of 1 October 92 and 2 years unobserved time before starting TBS will have a calculated date of 1 October 94 and would be in YCS 4.

4. Applicability

a. This Order applies to Reserve officers on active duty, to Reserve officers and warrant officers in the Ready Reserve, and to limited duty officers on active duty. Exceptions to the foregoing will be published in separate bulletins soliciting applications. Such exceptions will be made to meet specific skill needs of the Marine Corps.

b. Reference (c) prescribes policies and procedures pertaining to the selection, assignment, utilization, and administration of Marine Corps Reserve personnel in the Active Reserve Program.

c. When necessary, separate bulletins will be published soliciting applications from Reserve officers in the Ready Reserve to pursue active duty for special work (ADSW). Policy governing the ADSW Program is provided in reference (d).

5. Augmentation

a. General

(1) Augmentation is the process used to manage the Regular officer population. Augmentation accomplishes the objectives of retaining the best qualified Reserve officers in each occupational category on active duty and maintaining the Regular officer population in each YCS at a level that supports the promotion timing and opportunity guidelines to major established by reference (b).

(2) The Marine Corps manages the Regular officer inventory by YCS and occupational categories. A target number of

Regular officers is established for each occupational category and YCS by using historical attrition rates and the authorized number of majors for each category.

(3) Section 532 of reference (b) established the requirement that after 30 September 1996 no person may receive an original appointment as a Regular commissioned officer until completion of 1 year of active service (other than a warrant officer) as a commissioned officer in a Reserve component. Therefore, all officers commissioned after 30 September 1996, who desire to remain on active duty, must apply to the ORB per the instructions contained in this Order. Warrant officers selected for limited duty officer will be appointed Regular officers when their selection to limited duty officer is confirmed by the Senate.

(4) Reference (b) indicates that all officers on the active-duty list should be Regular officers by the 11th YCS and that Reserve officers on the active-duty list who have not been augmented by the 9th YCS should be augmented into the Regular Marine Corps upon selection to major. Reserve officers who desire Regular status should apply as early and often as eligibility requirements allow.

(5) A Reserve officer on the active-duty list who is recommended and approved (confirmed by the Senate) for augmentation shall, upon acceptance of a Regular commission, be appointed a Regular officer in the same grade and with the same date of rank held immediately before such appointment. The officer's position on the active-duty list shall remain the same. A Reserve officer not on the active-duty list who is recommended and approved for augmentation shall, upon acceptance of a Regular commission, also be appointed a Regular officer in the same grade and with the same date of rank held immediately before such appointment. The officer's position on the active-duty list shall be that which the officer would have held had that officer been on the active-duty list immediately before appointment as a Regular officer.

(6) Augmentation selection under the programs referred to in paragraphs 5b(2) and 5b(3) is a competitive process based on an officer's official record. Therefore, officers are responsible for ensuring their official records are complete and accurate as set forth in reference (e). This verification will be accomplished before or concurrent with submission of an application. The ORB uses two documents to evaluate officers applying for augmentation, EAD, return to active duty, or the AR program: the Master Brief Sheet (MBS) and the Official Military Personnel File (OMPF). The MBS summarizes the fitness report markings in the officer's record and the OMPF is the microfiche of an officer's personnel record. Fitness reports appearing on

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the MBS should also appear on the OMPF. The MBS may be obtained by writing to the CMC (MMSB-33), Headquarters, U.S. Marine Corps, Quantico, VA 22134-0001. The OMPF may be obtained by writing to the CMC (MMSB-10), Headquarters, U.S. Marine Corps, Quantico, VA 22134-0001. Officers should ensure that Professional Military Education (PME) certificates, undergraduate and postgraduate degrees, and award citations are also included in the OMPF. Officers applying for augmentation who discover discrepancies in OMPF should submit certified copies of documents missing from the OMPF to CMC (MMRB).

(7) Officers selected for augmentation by the ORB will incur a 2-year active duty obligation in the Marine Corps from the date of acceptance of appointment as a Regular officer (the day the officer signs the NAVMC 762, Appointment Acceptance Record). Officers will be required to notify CMC (MMOA) of their acceptance for augmentation within 30 days after release of the ORB results. Officers who decline augmentation after the list has been forwarded to the Senate for confirmation will incur a 2-year active duty obligation from the date the ORB results are released. This obligation will run concurrently with any other obligation and will not serve to decrease any other legal obligation.

b. Augmentation Programs

(1) TBS Augmentation Program. The Commanding General, Marine Corps Combat Development Command, Quantico, VA is authorized to nominate the top 5 percent of Reserve Officers graduating from each Basic School class. Enclosure (1) contains the eligibility criteria and administrative instructions for this program. Nominees who meet the eligibility criteria in enclosure (1) will be submitted to the ORB for recommendation to the CMC (MMOA-3). Officers selected for The Basic School program must complete 1 year on active duty as commissioned officers (other than warrant officer) before they can receive their Regular appointments.

(2) The Meritorious Augmentation Program. This program permits commanding generals to nominate exceptionally well qualified Reserve officers on the active-duty list for augmentation. The meritorious augmentation program is to be used with utmost discretion, and commanding generals are encouraged to nominate highly qualified officers who have measurably outperformed their peers. The number of meritorious augmentation nominations is limited to 5 percent of the total number of officers applying for augmentation from the command. The CMC (MPP-30) will determine the allowable number of meritorious selections prior to each ORB. Enclosure (2) contains the eligibility criteria for this program. Meritorious augmentation

nominations will be submitted when applications for the general augmentation program are solicited. Officers nominated but not selected for meritorious augmentation and who are otherwise eligible will be considered by the ORB for general augmentation. The format for meritorious augmentation nominations is provided in enclosure (3).

(3) The General Augmentation Program. This program is the primary program for selecting Reserve officers for transfer to the Regular Marine Corps. The ORB will review the official records of all officers who apply and meet the eligibility requirements prescribed by this Order. From among the applicants within the same category and YCS, the ORB will recommend the best qualified applicants for Regular commissions to meet the number of vacancies allocated to each YCS and category. Enclosure (2) contains the eligibility criteria and administrative instructions for this program.

(a) Reserve officers serving their initial tour of active duty will be provided at least one opportunity to apply for general augmentation before reaching their end of active service (EAS). Officers who do not meet the eligibility requirements before reaching their EAS may request an administrative extension of their EAS from CMC (MMOA-3) in order to have at least one application opportunity. Officers who were previously eligible but chose not to apply to the ORB will not be granted an administrative extension in order to receive an additional augmentation opportunity.

(b) Augmentation, EAD, return to active duty, and voluntary lateral moves are used to help meet officer grade and skill requirements. The Marine Corps policy of MOS assignment to officers at TBS is based primarily on meeting the requirements for lieutenants in each MOS. The purpose of the voluntary lateral move program is to help achieve skill balance in the officer inventory above the grade of first lieutenant. However, this program by itself does not sufficiently bring about the desired skill balance in the unrestricted officer inventory.

(c) To better meet unrestricted officer skill requirements, some officers selected for augmentation may be required to make a career transition from an "over" MOS to one that is "critically short" (less than 85 percent of the target strength). Formal training in the new MOS will be provided as soon as possible after an officer accepts selection. The Marine Corps Bulletin soliciting applications for augmentation will identify "over" and "short" MOS's. Officers in YCS 3, 4 or 5 applying for augmentation in an "over" MOS will indicate three "short" MOS choices in order of preference. Officers, who meet

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the criteria for career transition will not be considered for augmentation if three "short" MOS choices are not listed in their applications. The ORB will select officers for career transition based on an officer's experience, needs of the Marine Corps, and officer's preference. Officers who decline selection for career transition will be removed from the augmentation selection list.

(d) Augmentation alternates will be selected from occupational categories and YCS that have less than a 100 percent selection opportunity. In occupational categories and YCS where officers are selected for EAD, alternates will be chosen from officers selected for EAD. Alternates selected for EAD must accept the EAD to remain an augmentation alternate. The ORB will provide a lineal ranking of alternates from each YCS and occupational category to the CMC (MMOA-3). Augmentation alternates may only fill vacancies that become available in their YCS and occupational category if a primary augmentation selectee declines augmentation. The CMC (MMOA-3) will fill augmentation vacancies with alternates as vacancies become available.

(e) Reserve chief warrant officers (CWO's) may also apply for general augmentation. The CWO inventory is managed to meet the technical officer requirements of the Marine Corps. The Marine Corps Bulletin that announces the ORB will solicit applications only from CWO's in skills that are critically short and are not expected to be filled in the foreseeable future through new WO accessions. Applications from CWOs in unsolicited MOS's will not be considered.

6. Other Active Duty Retention Programs for Reserve Officers

a. Retention of Reserve Officers on the Active-Duty List

(1) The purpose of retaining Reserve officers on the active-duty list beyond their initial active duty obligation or obligated service is to provide Reserve officers additional time to demonstrate their qualifications for augmentation and to sustain the company grade population. Officers applying to the ORB may request consideration for an EAD if not selected for augmentation. Since the goal is for all officers to be Regulars by their 9th YCS, officers will not normally be granted EADs that extend their EAS beyond the 8th YCS. All officers in the ground category, commissioned after 30 September 1996 will be considered automatically by the ORB for an EAD during YCS 3. These officers will not be required to submit an application and will be notified of their selection along with the results of the ORB. The ORB will normally recommend a 3 year EAD to officers whose records indicate career potential. Subsequent EAD selection for periods greater than 1 year will require application to the ORB.

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(2) A request for an EAD up to 1 year is an administrative action that will be submitted directly to CMC (MMOA-3). Requests for administrative EADs that extend an officer's EAS beyond the 8th YCS will not normally be considered. Enclosure (2) contains instructions for requesting an administrative EAD.

(3) Approval of an administrative EAD request, where career potential is not the primary issue, may be granted under the following circumstances:

(a) The extension of an officer is critical to meet a specific operational commitment.

(b) An overseas assignment from The Basic School that requires a minimum tour length of 36 months or more.

(c) Humanitarian reasons.

(d) An officer is selected for the field flight training accession program.

(e) An officer is dropped from naval aviator (NA)/naval flight officer (NFO) training (except by reason of academic failure or dropped on request) where additional obligated service is necessary to qualify for formal school attendance and/or submission of an application for augmentation.

(4) A Reserve officer who is pregnant, or a Reserve officer whose wife is pregnant, may request an administrative EAD. The eligibility criteria and administrative instructions contained in enclosure (2), with the following additions and deletions, are applicable:

(a) If the officer is pregnant, delete the requirement for a photograph.

(b) Add a requirement for a statement from the officer requesting an EAD to verify the pregnancy and to provide the expected delivery date based on medical certification.

(c) Add a requirement for a statement from the commanding officer that the individual's service merits favorable consideration.

(5) Officers whose separation is involuntary as a result of having twice failed selection for promotion are not eligible to extend under the provisions of this paragraph.

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b. SWAG. Reserve officers in the Ready Reserve requesting augmentation may be offered a SWAG in lieu of augmentation based upon their record and the needs of the Marine Corps. Such agreements should provide for at least 3 years of active duty and will not provide an EAS beyond YCS 8. Enclosure (2) contains eligibility criteria and administrative instructions for requesting a SWAG. Reserve officers serving on active duty under a SWAG may be nominated for augmentation under the Meritorious Augmentation Program (see paragraph 5b(2)) or apply for augmentation under the General Augmentation Program (see paragraph 5b(3)). Reservists requesting return to active duty should send an advanced copy of their request to the CMC (MMOA-3).

c. Active Reserve

(1) Eligible Reserve officers applying to the ORB for retention on active duty may request consideration for the AR program if not selected for augmentation or EAD. The ORB may select officers for career designation or an initial 3-year tour in the AR program. Selection for career designation in the AR program is equivalent to augmentation in the Regular Component. Selection for career designation incurs a 2-year active service obligation upon written acceptance of career designated AR status. During this 2-year period, career designated officers are not eligible to apply for augmentation into the Regular Component. A 3-year AR contract is equivalent to an EAD in the Regular component. Officers selected for a 3-year AR tour of duty will have at least one opportunity to apply for career designation during the 3-year period, and if eligible, may apply for augmentation into the Regular Component anytime during the 3-year tour. Eligibility requirements for the AR program are provided in enclosure (2).

(2) The ORB will select officers for the AR program based on career potential and specific skill and experience (YCS) requirements. Specific YCS requirements will be announced annually and will generally be restricted to officers in YCS 5-8 and with an EAS no later than 6 months from the day the ORB convenes. The YCS and EAS requirements are intended to meet experience requirements for assignment to independent duty and to ensure that officers are available for AR assignment within a reasonable time period after selection.

(3) Officers selected for career designation or a 3-year AR tour may be designated for career transition into a short occupational field as required by the needs of the AR program. Officers should indicate three career transition choices on their ORB applications. Officers who decline career transition in the AR program will not be accepted into the AR program.

(4) Officers who do not desire to be considered for the AR program must provide a statement indicating such desire in their ORB application. Officers who do not provide such a statement will automatically be considered for the AR program if not selected for augmentation or EAD.

(5) Alternates may be selected for the AR program. Alternates may become primary selectees based on the number of primary selectees who decline selection to the AR program.

(6) The provisions of this Order pertaining to medical qualifications also apply to officers selected for the AR program.

7. Separation Pay Criteria

a. Under references (b) and (f), Reserve officers who have completed 6 or more, but less than 20 years of active service, may be entitled to separation pay if they unconditionally volunteered for retention on active duty but were not accepted. An officer who volunteers for a period of active duty contingent upon assignment to a certain type of duty or location, or a specific type of contract, is not considered to have unconditionally volunteered. Requests for augmentation, EAD, and the AR program are considered unconditional. The application to the ORB must include the separation pay statement in paragraph 3a of enclosure (2) to be considered an unconditional request for retention on active duty.

b. Reserve officers who are eligible for separation pay upon release from active duty at the completion of their active duty obligation, but who are retained on active duty for medical reasons under reference (g), or who request to remain on active duty under paragraph 6a(4) of this Order, will retain their eligibility for separation pay upon release from active duty at the end of the extension period.

c. Reserve officers may not become eligible for separation pay while serving on active duty under paragraph 6a(4) of this Order unless the following conditions are met:

(1) A request for unconditional retention is submitted within 15 months of the officer's EAS per enclosure (2) of this Order and such request is disapproved.

(2) Completion of 6 or more, but less than 20 years of active service immediately before release from active duty.

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d. Reserve officers on active duty who became eligible for separation pay prior to the publication of this Order will retain their separation pay eligibility.

8. Redesignation. Eligibility criteria and administrative instructions for limited duty officers who wish to apply for redesignation to unrestricted status are contained in enclosure (4).

9. Endorsements

a. Applications will be forwarded to CMC (MMOA-3) via the chain of command. Comprehensive recommendations and rankings of officers based on personal interviews will not be submitted. Reporting seniors and reviewing officers will include comments pertaining to an officer's qualifications for augmentation and career potential in the fitness reports.

b. One of the following endorsements will be included with the application submitted to the ORB:

- (1) Recommended with enthusiasm; or
- (2) Recommended with confidence; or
- (3) Recommended with reservation; or
- (4) Not recommended.

c. The commanding officer will direct that a review of the officer's health record be made by a local medical authority. The commanding officer will indicate in the forwarding endorsement whether the officer is medically qualified based on this review. No physical examination is necessary unless the officer is serving in a medically restricted status, or is in any other way considered physically unfit for duty. In that case, a medical examination is required, and the application with completed report of medical examination and report of medical history (SF's 88 and 93) will be forwarded to the CMC (MMOA-3) via the Commander, Navy Medical Command.

d. Applicants in the IRR, or in a SMCR status under the administrative control of the Director, Marine Corps Reserve Support Center (MCRSC), will submit their applications via MCRSC and need no other endorsements.

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10. Action

a. Commanding officers will ensure that this Order is brought to the attention of all officers eligible for consideration under its provisions. In addition, the Commander, Marine Forces Reserve will ensure that eligible officers in the Ready Reserve are informed of their opportunity to apply for return to active duty.


b. Commanding officers should not discourage eligible officers from applying for retention on active duty, but should record their concerns, if any, about an officer's qualifications in their endorsements.

c. Reference (h) requires that submission of an application for augmentation must be reported by unit diary entry. Commands will follow the instructions outlined in paragraph 5061.8 of reference (h).

11. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

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ELIGIBILITY CRITERIA AND ADMINISTRATIVE
INSTRUCTIONS FOR NOMINATIONS FOR THE
BASIC SCHOOL AUGMENTATION PROGRAM

1. Eligibility Criteria

- a. Citizenship. Must be a citizen of the United States.
- b. Age. Must be able to complete 20 years of active commissioned service before attainment of age 55. In computing service, a fractional year of 6 months or more shall count as a whole year.
- c. Education. Must possess a baccalaureate degree or higher from an accredited institution. If the nominee does not possess such a degree, the commanding officer shall include a specific statement recommending a waiver of this requirement in their nominations, as well as indicating what progress, if any, the nominee has made toward attaining a baccalaureate degree.
- d. Physical. Must be certified as medically qualified by their commanding officer per the procedures in paragraph 2k of enclosure (2) of this Order.
- e. TBS Standing. Nominees must have completed TBS in the top 5 percent of the class.

2. Administrative Instructions. Administrative instructions have been forwarded to the Commanding General, Marine Corps Development and Education Command by the CMC under separate correspondence.

ENCLOSURE (1)

ELIGIBILITY CRITERIA FOR OFFICERS FOR THE GENERAL AND
MERITORIOUS AUGMENTATION PROGRAMS, EXTENSIONS ON ACTIVE DUTY
(EAD)/STANDARD WRITTEN AGREEMENTS (SWAG), AND ACTIVE RESERVE (AR)

1. Application Procedures. Applications for retention will be solicited by ALMAR, via MCBul in the 1040 series. Enclosure (3) contains the format for applications.

2. Eligibility Criteria

a. Citizenship. Must be a citizen of the United States.

b. Age. Must be able to complete 20 years of active commissioned service before attainment of age 55. In computing service, a fractional year of 6 months or more shall count as a whole year.

c. Grade and Seniority (for Meritorious Augmentation Only). Must be on active duty, serving in the grade of captain or below, and have less than 9 years of total commissioned service.

d. Company Grade Officers (for General Augmentation Only). May be on active duty or in the Ready Reserve, but must have less than 9 years of total commissioned service.

e. Officers in the Active Reserve (for General Augmentation Only). Career designated AR officers must have served a minimum of 2 years in the AR program between the date of career designation and the ORB convening date to be eligible for augmentation. AR officers serving on their initial AR assignment may apply for augmentation if they are otherwise eligible. Eligible AR officers may apply for general augmentation only.

f. Field Grade Officers (for General Augmentation Only). May be on active duty or in the Ready Reserve and not have been twice passed for selection to the next higher grade. Field grade officers must be able to complete at least 1 year of active duty before entering the in-zone population for promotion to the next higher grade. Specific date of rank cut-off dates will be provided in the MCBul soliciting applications. This provision may be waived if an officer has at least 24 months of observed active duty fitness reports in the current grade and MOS. The MCBul will solicit applications from field grade officers in specific MOS's. Applications received from officers whose MOS is not one of those solicited will not be considered.

g. Status

(1) For augmentation; must be serving on active duty or in the Ready Reserve (i.e., IRR, SMCR, or AR).

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(2) For Extended Active Duty (EAD); must be on the active-duty list with no more than 18 months, or no less than 4 months before their EAS.

(3) For Standard Written Agreement (SWAG); must be in the Ready Reserve (except AR program), not on active duty, and have less than 6 years of total commissioned service. This requirement may be waived for applicants requesting assignment to active duty under special programs to meet the needs of the Marine Corps for officers in specific skills.

(4) For Active Reserve (AR); must be on the active-duty list with less than 6 months before their EAS at the time the ORB convenes. Specific EAS cut-off dates for AR Program eligibility will be prescribed in the MCBul soliciting applications.

h. Education. Must possess a baccalaureate degree or higher from an accredited institution. If the applicant/nominee does not possess such a degree, commanding officers shall include a specific statement recommending a waiver of this requirement in their nominations, as well as indicating what progress, if any, the applicant/nominee has made toward attaining a baccalaureate degree. Further, commanding officers will indicate whether the applicant has submitted an application for the College Degree Program and provide a copy of that application as an enclosure to their endorsement.

i. Fitness Reports (For General Augmentation Only). Commands may verify the amount of time covered by observed fitness reports on any officers in question by contacting the CMC (MMOA-4) before forwarding applications. There is no minimum observed fitness report requirement for the Meritorious Augmentation Program.

(1) Reserve officers who have served continuously on active duty since appointment as a second lieutenant must have a minimum of 540 days of observed fitness reports in the category to which they are applying. Observed time begins with the first observed fitness report after graduation from the primary MOS school. Observed fitness reports must have blocks 15a, b, and c marked other than nonobserved. Periods of nonavailability (block 3d) are not subtracted to determine observed time if 15a is marked other than nonobserved. For aviators, fitness reports received while in fleet replacement squadrons (FRS) are counted as observed time only when blocks 15a, b, and c are marked other than nonobserved.

(2) Reserve officers selected for the aviation field accession program who are in a student naval aviator status are ineligible to apply for general augmentation until they have 540

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days observed time as a designated pilot/NFO. Once these officers graduate and are designated naval aviators, they will be given a contract obligation that provides sufficient opportunity to apply as a pilot/NFO. Officers who fail to complete flight training and have not had a previous opportunity to apply to an ORB will be returned to their primary MOS and will be extended to allow at least one application opportunity.

(3) Reserve officers on active duty who have not served continuously on active duty since appointment as a second lieutenant must have at least 540 days observed fitness reports since return to active duty. The amount of time covered by observed fitness reports can be verified by contacting CMC (MMOA-4). Applications that do not meet the above criteria will not be considered.

(4) Officers in the Ready Reserve must have a minimum of 540 days of observed active duty fitness reports as described in paragraph 2i(1). There is no minimum period of observed fitness reports while in the Ready Reserve.

j. EAS (Applies to General Augmentation Only). To allow sufficient time for transition from the Marine Corps if not selected for retention, all officers on active duty, regardless of category, must have at least 4 months of active duty time remaining after the date of the ORB convening date. Specific cut-off dates will be prescribed in Marine Corps Bulletins soliciting applications for the general augmentation program.

k. Physical. Must be certified as medically qualified by their commanding officer or by the Director, Marine Corps Reserve Support Center in the case of Reserve officers in the IRR, or in a SMCR status under the administrative control of the Director, Marine Corps Reserve Support Center. The procedures stated below will be followed:

(1) When an application/nomination is initiated, the commanding officer will direct that a review of the health record be made by local medical authority. In the forwarding endorsement, the commanding officer will indicate if the nominee is medically qualified based on this review. No physical examination is necessary. If the applicant/nominee is serving in a medically restricted status, or is in any other way considered physically unfit for duty, the nomination with supporting medical information will be submitted to the CMC (MMOA-3) via the Commander, Naval Medical Command.

(2) Officers exceeding the authorized height/weight standards are required to include a certified true copy of an authorized waiver with the application. The waiver will be

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accepted only if it is authorized by the command to which the officer is currently assigned.

(3) After confirmation by the Senate, appointments will be forwarded to officers selected for augmentation via their commanding officers. Each appointment will contain the following statement: "This appointment may not be tendered until the officer concerned has been determined to be medically qualified for appointment by competent medical authority at the local command level."

(4) Upon receipt of the appointment, the commanding officer will have the health record reviewed again. A physical examination will be required unless one has been conducted within the past 12 months. Officers will not be considered medically qualified for appointment if they are in any of the categories listed below:

(a) Qualified for limited duty only (medically restricted status).

(b) Undergoing hospitalization.

(c) On sick leave.

(d) Awaiting appearance before a physical evaluation board.

(e) Awaiting final action on the recommended findings of a physical evaluation board or a medical board.

(5) If the applicant/nominee is determined to be medically qualified, the commanding officer will tender the appointment. If the applicant/nominee is found to be not medically qualified or no determination can be made, the commanding officer will:

(a) Hold the appointment in abeyance, and

(b) Notify the Marine Corps Recruiting Command (MROA) in writing and include a report of Medical Examination and Report of Medical History (SF's 88 and 93). MROA will then request the Commander, Naval Medical Command to make a final determination regarding physical qualifications. The commanding officer will be notified of the results by Marine Corps Recruiting Command (MROA).

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3. Separation Pay Provisions

a. Applicants/nominees not selected for general augmentation, EAD, or the AR Program will be entitled to separation pay if otherwise eligible and if their application contains the following statement (signed and dated, in enclosure (1) to their application): "If my application for augmentation is not approved, I request to be considered for either EAD or the AR Program. I agree unconditionally to accept additional active duty under EAD or in the AR Program."

b. The separation pay statement is a request to remain on active duty unconditionally and it should be submitted only if an officer fully intends to accept either augmentation, EAD, or AR. Submission of a separation pay statement legally binds an officer to accept augmentation, EAD, or AR if selected by the ORB. An officer who submits the separation pay statement but then refuses to accept an offer for augmentation or EAD may, at the discretion of the Marine Corps, be obligated to serve an additional period of active duty.

c. Applicants who will accept only augmentation and will not accept an EAD or AR should include the following statement in enclosure (1) of their application: "If my application for augmentation is not approved, I do not desire to be considered for and will not accept EAD or AR." Such officers will be ineligible for separation pay if not selected for augmentation.

d. If no separation pay statement is included as a separate enclosure to the application, it will be presumed the applicant desires to be considered for augmentation only. However, an officer who is not selected for augmentation, or having been offered retention refuses to accept it, will be released from active duty upon EAS. The release will be considered voluntary, and the officer will be ineligible for separation pay.

e. Officers who previously applied but were not selected for retention must apply for retention at least once (and include the statement in paragraph 3a above) to qualify for separation pay if within 15 months of their EAS and in an open YCS and category.

ENCLOSURE (2)

SAMPLE APPLICATION FOR RETENTION

1001
(Date)

From: First Lieutenant John J. Jones 123 45 6789/MOS(s) USMCR
(If a meritorious augmentation nomination, from the
nominee's commanding general)

To: Commandant of the Marine Corps (MMOA-3), Headquarters,
U.S. Marine Corps, Washington, DC 20380-1775

Via: (1) (Bn/Sqdn) (Director MCRSC for officers in the IRR or
SMCR under administrative control of MCRSC)
(2) (Regt/Group)
(3) (Div/Wing)

Subj: APPLICATION FOR (AUGMENTATION/EXTENSION ON ACTIVE DUTY/
STANDARD WRITTEN AGREEMENT/ACTIVE RESERVE (include only
those applicable) FOR ORB XX/X
(If a meritorious augmentation nomination, "Nomination for
meritorious augmentation; case of 1stLt John J. Jones...)

Ref: (a) MCO 1001.45G
(b) MCBul 1040
(c) MCO P1070.12H

Encl: (1) Separation Pay Statement (include for meritorious
nominations also)
(2) Photograph

1. Per references (a) though (c), I am applying for (augmen-
tation/EAD/SWAG/AR - include those applicable) to ORB XX/X.
(Include the following statement if applying for augmentation):
If selected for augmentation by the officer retention board, I
agree to remain on active duty in the Marine Corps for a minimum
period of 2 years from the date of acceptance of appointment as a
Regular officer. I understand that this obligation will run
concurrently with any other legal obligation in force and will
not serve to decrease any such obligation. Enclosure (1)
contains my separation pay statement (if applicable). Enclosure
(2) is a current photograph submitted in accordance with
paragraph 2002 of reference (c).

2. Status: (i.e., active duty, active reserve, SMCR, IRR)

3. Category: (Ground/Fixed Wing/Helo/JAG/NFO)

4. Years of Commissioned Service (YCS): (i.e., 3)

5. EAS: YYMMDD

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6. Date of Rank as a 2ndLt: YYMMDD

7. (MOS preferences (if applicable) for career transition) My
three MOS choices for career transition are the following:

- a. XXXX
- b. XXXX
- c. XXXX

8. Command telephone number: DSN, commercial

Signature
John J. Jones
1st Lieutenant USMCR

ENCLOSURE (3)

ELIGIBILITY CRITERIA AND ADMINISTRATIVE
INSTRUCTIONS FOR REDESIGNATION

1. Limited duty officers (LDO) who meet the following requirements are eligible to apply for redesignation as Regular unrestricted officers:

a. Must be qualified to hold a Category I (unrestricted) MOS that is in the same OccFld as the applicant's primary MOS. This requirement may be waived for LDO's whose OccFld identified by their primary MOS does not contain a Category I MOS, provided they can demonstrate qualifications to hold a Category I MOS as a primary MOS.

b. Have a baccalaureate degree from a regionally accredited college or university. This requirement may be waived only in exceptional cases. The applicant's commanding officer must recommend such a waiver and indicate the progress made by the applicant toward completion of the degree. The applicant shall include in the application an official transcript of all college work.

c. On the convening date of the ORB, have served at least 2 years in their current LDO grade.

d. Not be on a promotion list.

e. Be able to complete 20 years of active commissioned service before reaching age 55. Commissioned service begins upon promotion to CWO-2.

f. Be recommended for redesignation by the commanding officer/commanding general.

g. Have sufficient remaining service (before mandatory retirement) to be considered by the ORB and approved by the Secretary of the Navy.

2. Redesignation Selection Process

a. Upon receipt by the CMC (MMOA), the application is referred to the appropriate OccFld sponsor for comment on the officer's qualifications in the Category I MOS in which the officer desires to serve as an unrestricted officer, and on the officer's qualifications in the primary MOS held as an LDO. It will also be referred to the Director, Manpower Plans and Policy Division (MPP-30) for comment on the status of the restricted and unrestricted MOS's concerned.

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b. The application with the occfld sponsor's comments will then be held pending referral to ORB. The ORB will review the officer's application along with the MPP-30 and occupational field sponsor's comments and the entire record as a commissioned officer. The ORB will recommend for redesignation only those for whom redesignation is in the best interests of the Marine Corps. The ORB will consider not only the officer's performance and educational background, but also overall career characteristics (previous assignments, competitiveness for promotion as an unrestricted officer, etc.) which may render the individual better suited to unrestricted officer status than to LDO status. The names of officers recommended for redesignation by the ORB will be included in the board report to the Secretary of the Navy. Upon SecNav approval, the names of those selected for redesignation will be published in an ALMAR. Temporary LDO's recommended for redesignation require Senate confirmation. Permanent LDO's recommended for redesignation do not require Senate confirmation.

c. An officer designated for limited duty may not be considered for redesignation more than twice in the same commissioned grade. When a limited duty officer is assigned to unrestricted performance of duty, the status as limited duty officer terminates and the officer may not revert to limited duty status.

3. Appointment and Assignment of a Position on the Active-Duty List

a. Each LDO (temporary) serving in a grade of captain or below, who is recommended and approved for redesignation, shall be permanently appointed a Regular unrestricted officer pursuant to section 5589 of reference (b). Officers will retain the same grade, same date of rank, and same position on the active-duty list held by that officer immediately before such appointment. Such officers shall be assigned to unrestricted performance of duty pursuant to section 5589(e) of reference (b).

b. Each LDO (temporary) serving in a grade above captain, who is recommended and approved for redesignation, shall be permanently appointed under sections 531-533 of reference (b) and assigned to unrestricted performance of duty. Such officers shall be credited at the time of appointment with one day for each day of prior active commissioned service (other than service as a commissioned warrant officer) before such appointment as an unrestricted officer. Appointments will be in the same grade and with the same date of rank as the junior unrestricted officer in the same grade on the active-duty list who:

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(1) Was originally appointed as an unrestricted officer in the Marine Corps in the grade of second lieutenant with no prior commissioned service;

(2) Has been on active duty continuously since the original appointment;

(3) Was promoted under reference (a), in due course, to all grades;

(4) Has not lost lineal precedence on the active-duty list and;

(5) Has active commissioned service that is equal to the service credit of the LDO (temporary) on the date the LDO (temporary) is appointed an unrestricted officer.

c. Each LDO (permanent) recommended and approved for redesignation will be assigned to unrestricted performance of duty pursuant to section 5589(e) of reference (b). The officer's grade, date of rank, and position on the active duty list shall remain the same.

4. Physical. Must be certified as medically qualified by their commanding officer per the procedures that apply to "applicants/nominees" in paragraph 2k of enclosure (2) of this Order.

5. Application Procedures. Applications for redesignation will be submitted to the CMC (MMOA) when solicited and will follow the format provided in appendix A to this enclosure.

6. Endorsements. Commanding officers will comment on the following:

a. The applicant's potential for service as an unrestricted officer.

b. The applicant's qualifications in the Category I MOS in which the officer is requesting redesignation.

c. The progress toward completion of a baccalaureate degree if the applicant does not have such a degree and whether a waiver of the degree requirement should be considered by the ORB.

d. The following shall be included in the recommendation:

(1) Recommended with enthusiasm; or

(2) Recommended with confidence; or

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- (3) Recommended with reservation; or
- (4) Not recommended.

ENCLOSURE (4)

SAMPLE APPLICATION FOR REDESIGNATION

UNIT HEADING

From: Grade, Name, SSN
To: Commandant of the Marine Corps (MMOA-3)
Via: Chain of Command

Subj: REQUEST FOR REDESIGNATION AS A REGULAR UNRESTRICTED
OFFICER

Ref: (a) 10 U.S.C.
(b) MCO 1001.45G
(c) MCO P1070.12H

Encl: (1) Proof of degree (diploma or transcript) or of all
college work completed
(2) Photograph

1. In accordance with references (a) and (b), I request that my status as a limited duty officer be terminated and that I be redesignated as an unrestricted officer in MOS XXXX.

2. The following information is submitted:

- a. Current primary and additional MOS's.
- b. Date of birth: YYMMDD
- c. Date promoted to CWO-2.
- d. Date appointed LDO: YYMMDD

3. Enclosure (1) provides proof of my baccalaureate degree or of all college work completed.

4. Enclosure (2) is a current photograph submitted in accordance with paragraph 2002 of reference (c).

5. I understand that if selected for redesignation as an unrestricted officer, I will be subject to the laws governing promotion, tenure, and retirement for Regular unrestricted officers.

Signature
Initials, Last Name

Appendix A to
ENCLOSURE (4)